

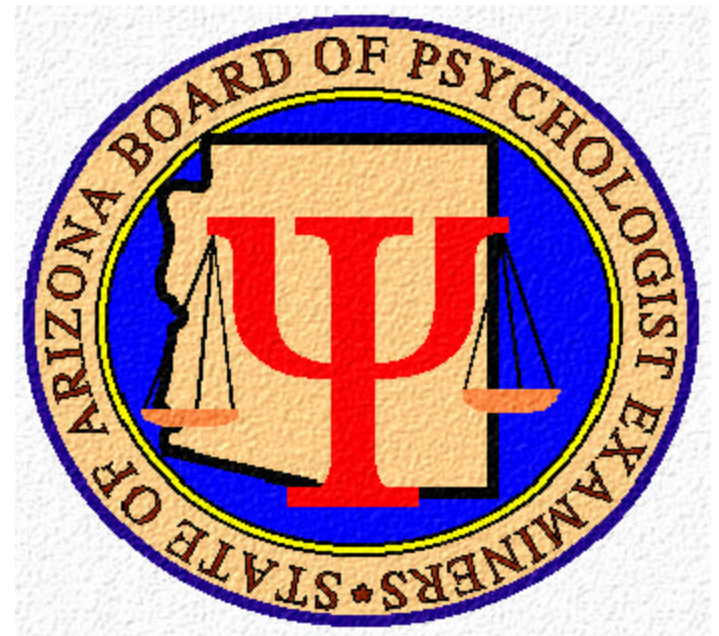
Please contact us at:

**AZ Board of Psychologist Examiners
1400 W. Washington, Ste. 235
Phoenix, AZ 85007**

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State of Arizona Board of Psychologist Examiners



CONSUMER GUIDE

ARIZONA BOARD OF PSYCHOLOGIST EXAMINERS

MISSION

To protect the health, safety and welfare of Arizona citizens by regulating the practice of psychology.

❖ BOARD MEMBERS

The composition of the State of Arizona Board of Psychologist Examiners includes six licensed psychologist members and three public members who do not have a substantial business interest in the health care industry. At least two of the six licensed psychologists must be full-time faculty members from the state universities and at least three must be in professional practice. All Board members are appointed by the Governor of the State of Arizona and confirmed by the State Senate. Members serve an initial five-year term or they can be appointed to fill an unexpired term of a previous member.

❖ BOARD FUNCTION

The function of the Board is to regulate and monitor the practice of psychology on behalf of the citizens of Arizona. The Board has two major areas of regulatory authority. First, the Board licenses individuals to practice psychology in the State of Arizona. Second, the Board investigates and adjudicates allegations of unprofessional conduct filed against psychologists licensed in the State of Arizona.

❖ BOARD MEETINGS

The Board meets on the first Friday (and Saturday if necessary) of every other month in February, April, June, August, October, and December. These meetings are open to the public and usually begin at 8:30 a.m. Even if the Board's agenda items do not involve you personally, you may still attend and listen to the meeting. The Board sets aside time to hear comments from the public.

❖ BOARD OFFICE

The Board office is staffed Monday through Friday, 8:00 a.m. to 5:00 p.m., except on state holidays. The staff consists of four full-time employees, including the Executive Director, whose major responsibility is to carry out the Board's decisions and directives. A Deputy Director, an Investigator, and an Administrative Assistant make up the rest of the staff.

❖ LICENSING

The Board issues licenses to individuals who have a doctoral degree in applied psychology, supervised training in psychology, and who have passed the national examination. Licenses must be renewed every two years.

When choosing a psychologist, you may check the psychologist's background and history by calling the Board office at (602) 542-8162. Please note that the Board office may not give referrals or recommendations as to which psychologist to choose; that is your decision.

The Board staff will confirm that a psychologist is currently licensed and where he or she is currently practicing. The staff can also tell you over the phone whether the psychologist's license is in good standing and whether any disciplinary action has been taken against his or her license. However, staff does not discuss details of disciplinary actions over the phone. Instead, you may purchase copies of all or pertinent portions of the psychologist's licensing file and public portions of any disciplinary files as well as Board minutes and audio recordings of Board proceedings. The charge per audio recording is \$10.00 (available by CD, tape or .WAV file) and there is a copying charge of 25¢ per page for printed documents.

❖ REVIEWING A PSYCHOLOGIST'S FILE

The Board maintains two types of public records regarding psychologists that you may review and/or purchase. The first is the licensing file. A psychologist's licensing file contains documents such as his or her application for licensure and biennial applications for license renewal.

The second type of public record is the investigation file. According to Arizona statutes, documents associated with an investigation are confidential. However, you may review and/or purchase certain public documents from the investigation file such as dismissal letters, letters of concern, Board disciplinary orders, minutes and audio recordings of Board meetings.

It is best to call ahead to arrange for a mutually convenient time to review a psychologist's file. The staff will prepare the public file before you arrive, and arrange for a comfortable place for you to read the file. You may request a copy of the file at a cost of 25¢ per page. You may download a Public Records Request form from our website, www.psychboard.az.gov, or put your request in writing and mail it to the Board office. The Board will contact you when your copies are ready and will inform you of the charge. At no time may an original file leave the Board office.

❖ COMPLAINTS

If you believe a psychologist has committed an act of unprofessional conduct, you may submit a Request for Investigation form. The Board recommends that you do not submit your Request for Investigation until you have assembled ALL supporting documentation, so that the entire packet can be submitted at one time. This will avoid delays in the investigative process. The Board's jurisdiction over a psychologist is limited to certain enumerated acts or omissions listed in its statutes. The Board reviews the merits of each case to determine whether the facts constitute unprofessional conduct as defined by Board rules or statutes.

The Board's Investigative process is as follows:

When a Request for Investigation regarding a licensee of this Board is received by the Board office, the complainant will promptly receive a letter acknowledging receipt of the investigation request. The letter will explain the Board's investigation process and provide a schedule of upcoming Board meetings. The Request for Investigation and all supporting documentation will then be sent to the psychologist along with a letter requesting that the psychologist respond to the allegations in writing. **The psychologist's response, pursuant to statute, is confidential and will not be provided to the complainant.** The Board's investigator may be contacted at any time to check on the status of the investigation.

All investigative materials are reviewed by the Board's investigator who will then contact the psychologist, the complainant and others to obtain additional information or to clarify specific issues. Once the investigation is complete, the investigator writes a report and provides the report and the investigative materials to the Board at a regularly scheduled Board meeting. This is the Board's "initial review" of the case and is not a hearing. Please note that witness testimony is not taken unless the case proceeds to a formal hearing. Each and every time that a case appears on the Board's agenda, the complainant, and the licensee (or their representative), who are present at a Board meeting, may address the Board regarding the case. Presentations are limited to five minutes. An audio tape or CD of the Board's discussion of the case may be purchased for a charge of \$10.00 per audio tape or CD. Copies of Board Minutes may also be purchased at \$0.25 per page; however, the Minutes often do not contain the details of the audio recordings.

After the Board's initial review, the Board can vote to dismiss the case, issue a non-disciplinary Letter of Concern, continue the investigation for additional information, invite the licensee to an Informal Interview before the Board or refer the case to a Formal Hearing.

The complainant and the licensee will be notified in writing of the Board's decision. According to Board rules, only a party may file a Motion for a Rehearing or Review of a Board decision. A party means the Board, and applicant or a licensee and does not include the complainant (the person who requested the investigation).

The Board's mission is to protect the public by regulating the psychology profession. The Board is committed to act as fairly and expeditiously as possible regarding all investigations within its jurisdiction. If you have any questions, please contact the Board's Investigator at (602) 542-3018.

Arizona Board of Psychologist Examiners

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ALTERNATE FORMAT

Individuals with disabilities who require this information in an alternate format may contact the Board's Office at (602) 542-8162.

Citizens have the right to file a complaint ABOUT AN ADMINISTRATIVE ACT OF A STATE AGENCY WITH THE office of the Ombudsman-Citizens' Aide. This office may be able to assist you in resolving your complaint. To contact the Ombudsman-Citizens' Aide, call: Phoenix: (602) 277-7292; Statewide toll-free: 1-800-872-2879.

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